



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 10-101	PAGE NUMBER 1 of 7						
		SUBJECT: PROGRAMS AND SERVICES: Offender Programs, Services, and Needs Assessments							
Approved By:  Secretary of Corrections		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Original Date Issued:</td> <td style="text-align: right;">08-15-82</td> </tr> <tr> <td>Current Amendment Effective:</td> <td style="text-align: right;">05-27-11</td> </tr> <tr> <td>Replaces Amendment Issued:</td> <td style="text-align: right;">10-21-08</td> </tr> </table>		Original Date Issued:	08-15-82	Current Amendment Effective:	05-27-11	Replaces Amendment Issued:	10-21-08
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POLICY

As funding allows, The Department shall offer a variety of offender programs and services directed at reducing the offender's overall level of risk.

Programs and/or services for offenders with special needs shall be available within departmental facilities; offenders on post-incarceration supervision shall be assisted and provided guidance in obtaining community services for specific problems by the supervising parole officer. Those services and programs provided to the offender population shall be evidenced-based and, to the extent possible, be substantially equivalent to prevailing community standards for similar activities. The use of contractual agreements and volunteers in providing direct services to offenders shall be considered and utilized when determined feasible to enhance the Department's programs and services. All programs and services may not be available at each facility or parole region.

DEFINITIONS

Formative evaluation data (also referred to as process evaluation data): Data collected during or immediately following an event, e.g., taking a test in an academic class, which is used to measure immediate results and make technical adjustments.

Post-incarceration supervision: The supervision of offenders for any type of release from a KDOC facility, to include release to parole, conditional release, and post-release supervision.

Program/Service: Required or voluntary activities and/or instruction directed toward the advancement of education, employment skills, cognitive behavioral skills, mental health, continuum of care, or other skills or services needed to address risk/need areas or transitional needs, which are ultimately intended to contribute to facility management to reduce the risk of the offender reoffending and to assist the offender in leading a law-abiding lifestyle.

Required Program/Services: Programs/Service in which offender non-participation is punishable through disciplinary or revocation action.

Special needs offender: An offender who: is mentally retarded or has a physical handicap, diagnosed mental illness, terminal illness, contagious disease, or geriatric needs; is a substance abuser or addict; or who poses a high-risk or requires protective custody.

Summative evaluation data (also referred to as outcome evaluation data): Data collected some time following an event, e.g., classroom instruction, which is intended to measure the ultimate outcome of the program and used to adjust the program as a whole.

Voluntary Programs/Services: Programs/Service in which offender participation may be encouraged but non-participation is not punishable through disciplinary or revocation action.

PROCEDURES

I. Provision of Programs and Services

- A. The assigned Deputy Secretary shall ensure, as funding permits, that the department establishes and maintains programs and services to include the following:
 - 1. Academic education (basic literacy and high school equivalency);
 - 2. Special education;
 - 3. Vocational education and guidance;
 - 4. Mental health counseling and treatment; including discharge planning for special needs offenders;
 - 5. Substance abuse treatment;
 - a. The continuum of services offered may include, but not necessarily be restricted to, admission screening, residential treatment, intensive outpatient treatment, relapse prevention services, reintegration services, aftercare services, and self-help programs.
 - 6. Community residential/transitional beds;
 - 7. Sexual offender treatment;
 - 8. Religion; and,
 - 9. Health services.
- B. The Deputy Secretary of Facility Management shall ensure that services are available to inmates within the departmental system of facilities, to include the following:
 - 1. Adjustment counseling and casework;
 - 2. Library services;
 - 3. Recreation and leisure time activities;
 - 4. Visitation;
 - 5. Access to religious services;
 - 6. Canteen services;
 - 7. Access to telephone service;
 - 8. Mail service;

9. Support groups, clubs, and organizations;
 10. Life skills;
 11. Pre-release instruction and job placement; and,
 12. Work release.
- C. The Deputy Secretary of Community and Field Services shall ensure that offenders on post-incarceration supervision are provided, or are provided guidance in obtaining access to, the following community-based programs and services;
1. Mental health counseling and treatment;
 2. Substance abuse treatment;
 3. Crisis intervention assistance;
 4. Life skills; and,
 5. Employment assistance.
- D. The Director of Reentry and/or unit team and parole managers/supervisors shall ensure that offenders in prisons and in the community under supervision, who are high risk or special need, have access to risk reduction programs and services including:
1. Cognitive behavioral skills (Thinking for a Change) classes,
 2. Job readiness (OWDS model) classes,
 3. Pre-treatment classes for substance abuse treatment,
 4. Tenant Responsibility classes,
 5. Classes addressing other domains, including financial, leisure time, and family/marital where available,
 6. Connections to services and resources in preparation for reentry and upon reentry; and,
 7. Case management for reentry plans and housing plans.
- E. The Deputy Secretaries, Director of Reentry and other managers of the KDOC shall work together to advance the goals of risk reduction, reentry, risk management, and all of the provisions of this policy.

II. Annual Evaluation and Review of Programs and Services

- A. As deemed necessary, the Deputy Secretaries and Director of Reentry shall direct the preparation of annual reports that document the efforts to define and evaluate existing programs and services and assess continuing unmet needs.

III. Proposals for Initiation, Modification, or Termination of Programs and Services

- A. Proposals for new programs and services or the modification or termination of existing programs and services shall be in accordance with the provisions of IMPP 07-102.and IMPP 10-124.

IV. Offender Management Information System (OMIS)

A. Facility Program Experience Records (FPER) and Program Evaluation

1. Staff delivering risk reduction programs and services shall enter facility program experience records (entry and exit) into the Department's Offender Management Information System (OMIS). These dates will periodically be reviewed to determine:
 - a. Rates which offenders with risk/need areas receive programs/services addressing them;
 - b. Rates at which offenders complete programs/services;
 - c. Rates at which offenders stop participating in programs or are removed from programs/services due to transfers or medical/mental health reasons, or due to reaching maximum benefit; and,
 - d. Impact of the programs/services through research and evaluation.
2. Program/service providers shall ensure the timeliness and accuracy of data entry into OMIS. Program entry dates, termination dates/types shall be entered on the same date of the event whenever possible but no later than three (3) working days from the event.
3. Program/service providers shall participate in invited program performance reviews as scheduled. Participation may include contractor/service provider providing statistical data regarding performance, attendance, etc.
4. Program/service providers shall participate in discussions to determine data reporting/tracking requirements and collect and report such data.
5. Program/service providers shall have an internal data collection/program evaluation process in place for community programming separate from OMIS.
6. If an inmate is absent from a program for five continuous working days or less due to a court hearing or minor illness, etc., the inmate may remain enrolled in the program and a FPER need not be created.

B. Facility-based Program/Service Schedules

1. The following define the full-time, half-time and part-time program schedules for FPER program codes:
 - a. Full-time: 6 or more hours per day or 30 or more hours per week;
 - b. Half-time: 2.5 to 5.9 hours per day or 12.5 to 29.5 hours per week;
 - c. Part-time: 0.1 to 2.4 hours per day or .5 to 12 hours per week.

C. Termination Reasons

1. In those situations in which the inmate is removed from the program due to court, disciplinary action or other circumstances, the appropriate program termination reason should be entered within five (5) working days of the transfer.
2. The following program termination reasons, with corresponding OMIS codes, shall be used:

- a. **PROGRAM COMPLETED: (code #1)** Use when the inmate has satisfied the IPP requirement for the specified program. Completion should be documented by test scores, certificate of completion, exit summary reports, etc.

Note: The inmate may complete the course work for a GED without having received his or her GED Certificate. When the inmate passes the GED examination, the GED Flag should be coded by accessing the Education Menu: Option #5.

- b. **PROGRAM PROMOTION (code #2):** Use when the inmate moves from one level within a program to another. Do not use when the inmate has completed the final phase within a program or as the program completion code meeting the IPP requirement.

Note: Until 1997, program promotion codes applied only to academic education programs. In 1997 they were also used to track the inmate's advancement through the therapeutic community treatment programs. After July 1, 1999 the promotional codes are used exclusively for therapeutic community. **Effective July 1, 2001, this code is not to be used for any program.**

- c. **FACILITY TRANSFER (non-volitional) (code #3):** Use to designate program terminations resulting from a transfer to another KDOC facility.
- d. **PROGRAM, WORK OR CUSTODY TRANSFER [non-volitional] (code #4):** Use to designate program terminations resulting from a transfer to another program, work detail, or custody unit within the same facility.

Note: These transfers are initiated by the unit team and not by inmate requests. They occur not as a result of a disciplinary conviction or inappropriate behavior on the part of the inmate. This termination code should be used fairly infrequently. Inmates should not routinely be transferred from one program to another, nor should they be removed from a program to work at a job. There are occasions when the inmate's custody is increased (i.e. receipt of a detainer) or decreased (routine reclassification) and the inmate must be transferred to another unit to maximize limited bed space. When any of these events occur, effort should be made to reassign the inmate to the program at the earliest opportunity.

- e. **TEMPORARY MEDICAL/MENTAL HEALTH ISSUE(s) [non-volitional] (code #5):** Use to designate program terminations resulting from temporary medical or mental health issues.

Note: Such issues include a temporary change in the inmate's status due to an extended illness, recovery from surgery or change in mental health status corrected via change in medication or short term counseling.

- f. **DECLINED TO PARTICIPATE [volitional] (code #6):** Use when the inmate willfully chooses not to participate in the program once entered. This code should be used when an inmate is "refusing" to participate in

the program/service once entered, as well as when an inmate chooses to discontinue a volunteer program/service (e.g. "RR" title codes). Application of Good Time withholdings and forfeitures shall be assessed in a case by case basis consistent with IMPP 11-107.

Note: The use of this termination reason will not always result in Good Time withholdings or forfeitures. The program/service must meet the definition of a "required program" (i.e. be formally documented on the inmate's Inmate Program Plan).

- g. RELEASE OR DISCHARGE FROM FACILITY [non-volitional] (code #7): Use when the program termination is the direct result of the inmate's parole, conditional release, release to post release supervision, court releases (over 24 hours) or other mandatory releases/discharges.

Note: This termination reason should NOT be used if the inmate is released or discharged from a work release program upon successful completion of the program or as a result of a KPB decision. This code should also NOT be used when the inmate is being released upon successful completion of program or treatment recommended by the Kansas Parole Board. (See Termination Reason #1).

- h. DISCIPLINARY / POOR PERFORMANCE (volitional) (code #8): Use to designate program terminations resulting from disciplinary action (initiated by the program of the facility) or from poor achievement in the program.

Note: Also use this code when the inmate is terminated from the program as a result of disciplinary infractions not specifically related to the program.

- i. REFUSE TO ENTER [volitional] (code #9): Use to designate when the inmate refuses to enter the program.

Note: An inmate's refusal to complete preadmissions materials including pre-screening questionnaires, behavioral assessments, etc. shall be considered a refusal on the part of the inmate to participate. Any such refusal to enter into a program shall be appropriately documented.

- j. ATTAINED MAXIMUM PROGRAM BENEFIT [non-volitional] (code #10): Use when the inmate is unable to benefit from further participation in the program.

Note: This termination code should only be used when there is agreement between the program provider and the facility unit team staff that the inmate is putting forth effort, but is not progressing. This termination code may also apply be used when it is determined that the inmate will not benefit from the program due to the level of treatment needed. (i.e. the inmate will not likely benefit from a substance abuse treatment program due to the history and intensity of use.) In most cases these inmate's should be identified during the screening process.

- k. PERMANENT MEDICAL / MENTAL HEALTH CONDITION [non-volitional] (code #11): Use when the inmate has a medical/mental health impairment or condition that is not likely to improve over time.

Note: This termination code should be used only when supported by documentation from the clinic or mental health provider. Examples include life-threatening illnesses, medical conditions in which the prognosis for survival or recovery are poor or mental health conditions which limit the inmate's ability to

comprehend or retain information or in which program participation may result in an acute relapse.

- l. GED PENDING (code #12): This termination code is to be entered in OMIS after the inmate completes GED testing, and is awaiting test results.

Note: At this time, the inmate is released from the education program and reassigned by the Unit Team. Once test results are returned showing a passing score, the FPER record shall be updated to reflect a successful completion. In the event the inmate does not pass, the inmate shall be reassigned to the educational program at the first available opportunity.

- m. DETERMINED EDUCATION NOT NEEDED (Code 13) Used to designate when the determined educational program is not needed.
- n. DETERMINED TRADITIONAL PROGRAM NOT NEEDED (code #14): Used to designate when the determined traditional program is not needed.

Note: Generally applies to a) inmate is no longer managed as a sex offender pursuant to an override decision b) is managed as a sex offender and an override decision states he/she does not have to go to treatment or c) inmates who have elevated psychopathy as determined by the treatment provider

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 75-5210(a)
IMPP 07-102, 10-108, 10-124

ATTACHMENTS

None.